

City of Lowell
Job Description
Please Post: August 26, 2015
Deadline: September 9, 2015
Department of Planning and Development
Div of Planning & Community
Community Development Assistant

ANTICIPATED VACANCY

Job Title: Community Development Assistant (2700-34, 2191)
Department: Department of Planning and Development
Reports To: Community Development Director
Salary: \$42,628.56 (min) to \$45,840.60 (max) annually; 35 hours per week
Union: AFSCME Local 2532

SUMMARY

The Community Development Assistant is responsible for assisting in the development and implementation of components of Lowell's Consolidated Plan, the Annual Action Plans, data entry and data management requirements of the HUD Integrated Disbursement and Information Systems (IDIS), and grant management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists in the preparation of the Lowell Consolidated Plan and the Annual Action Plan.

Assists in the data input, maintenance and management of information in the HUD, IDIS computer program.

Works to assure project/program compliance with HUD regulations.

Assists in the coordination of public hearings and the annual project selection process for state and federal grant programs.

Assists in the preparation of the annual performance reports for CDBG, HOME, ESG, HOPWA, and other state or federal grant programs.

Assists in the development and preparation of grant applications and other related proposals and studies.

Undertakes monitoring duties for assigned projects/programs funded by state and federal grant programs.

Assists in the maintenance of a central filing system for all projects and programs containing documentation in compliance with grant requirements.

Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Urban Planning, Public Administration, Political Science or related field required. Masters Degree preferred. 1-3 years of related experience required. Relevant experience may be substituted for educational requirements.

Knowledge of CDGB, HOME and/or other federal programs and regulations and requirements preferred. Knowledge of computer applications and database management software preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ September 9, 2015. Applicants may also send resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer